

Addendum 1

RFP for Grant and Sponsored Programs Management Software

Contract Number 20-02-28-06

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in red.

1. **Question:** What is the annual research volume for Delaware State University?

Answer: \$25,000,000 - \$30,000,000

Question:

- Section number -Appendix A: Scope of Work
- Paragraph number
- Page number – page 35
- It says Scope of Work and Technical requirements but this section is only 1 page? Just wondering if I am missing pages and/or an attachment(s) with the actual requirements?

Answer: There is no other attachment.

Section number Appendix A

Paragraph number 1

Page number 34

Text of passage being questioned:

Following are some details of the scope of work.

Question:

1. *The word “Some” is used in the sentence above. Are there additional requirements not listed in the Statement of Work?* **The details of the scope provided are complete**

Section number Appendix A

Paragraph number 2

Page number 34

Text of passage being questioned

This solicitation is to request bids for a Grant Management System that operates as a Software as a Service (SaaS). This grant management system must: be able to communicate with federal agencies to post funding opportunities; route proposals for internal review and approval; submit proposals directly to the funding agency or collaborating entities through system-to-system submission; maintain all proposal submissions for conversion to awards; include management tools for compliance requirements including conflicts of interest, conflicts of commitment, protocols surrounding Human Subjects (IRB), Animal Care (IACUC), Sub-awards, Contracts; and have user-friendly reporting and analytics tools. This system must also be configured to receive records from our current

grant management system.

QUESTIONS

Questions

1. *Is the Vendor required to submit only one solution, or can the Vendor submit multiple software applications (along with pricing), which may satisfy the requirement? In this way, Delaware State University can choose the best application which would fit their needs.* **Only one – the best that fits our need**
2. *If the Vendor can submit multiple application suggestions, is there a limit to how many?* **Yes, Only one – the best that fits our need**
3. *DSU has indicated that there is an existing Grant Management System in use.*
 - a. *What is the name of that software?* **Not required to answer**
 - b. *Where is the data currently stored?* **In the vendor's cloud**
 - c. *How large are the data files currently used?* **Not sure... data covers a period of 13yrs**
4. *Will the Vendor be responsible for web-hosting the selected application.* **Yes**
5. *Will the vendor, be responsible for providing the necessary hardware for hosting,* **Yes**
6. *Will the Vendor be responsible for access to data, backup, and providing data security?* **Yes**

7. **Will the Vendor be responsible for the transmission of Grants to the recipient and verifying its acceptance? Yes**
8. **Are there any detailed requirements for the solution requested other than the information in the Statement of Work (SOW)? The details of the scope provided are complete**
9. **Is it safe to assume that the current requirements listed below are all of the requirements for the project**

Current Software Requirements as listed in the SOW : **All “shall” are MUST**

- Grant Management System shall operate as a Software as a Service (SaaS).
- The System shall: be able to communicate with federal agencies to post funding opportunities; System Shall route proposals for internal review and approval;
- The System shall submit proposals directly to the funding agency or collaborating entities
- The System shall allow transmission through system-to-system submission;
- The System, shall maintain all proposal submissions for conversion to awards
- The System shall; include management tools for compliance requirements including conflicts of interest, conflicts of commitment, protocols surrounding Human Subjects (IRB), Animal Care (IACUC), Sub-awards, Contracts;
- The System shall have user-friendly reporting and analytics tools.
- This system shall be configured to receive records from our current grant management system
- System solution must be cloud- and web-based with no requirement for software installed on computers **accept file formats for Excel; pdf and Word**
- The system must update automatically
- All updates must be at no additional cost

- Section number Appendix A
- Paragraph number 3
- Page number 34
- Text of passage being questioned

The solution must be cloud- and web-based with no requirement for software installed on computers. It must update automatically and the updates must be at no additional cost.

Question:

Will the Vendor be responsible for web-hosting the selected application. Yes

1. **Will the vendor, be responsible for providing the necessary hardware for hosting, Yes**
2. **Will the Vendor be responsible for access to data, backup, and providing data security? Yes**
3. **The solution proposed must include maintenance and updates for the 3 years of the contract? Yes**